

MUNICIPAL SCHEDULE

STANDARD Utilities Records

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Analylsis of Water by State Regulatory Agency (Reference)	Destroy in office when reference value ends.	

Bacteriological and physical analyses, and climatobgical observations.

Annual Reports (Utilities)	Destroy in office after 5 years.	
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Reports sent to the federal regulatory agency including annual reports, power system statement, and gas reports.

RECORDS SERIES TITLE**DISPOSITION INSTRUCTIONS****CITATION****Asbestos Disposal Log**

Destroy in office after 1 year.

Data concerning the disposal of asbestos. Includes list of company doing the removal, location, how much to be disposed, when to be removed, route and method of disposal.

Battery Collection File

Destroy in office 5 years after reporting period is complete.

Complaint History (Utilities)

Destroy in office after 3 years.*

Complaints from citizens pertaining to utility problems.

May include location and description of complaint, date of complaint, disposition of complaint by maintenance crew, date problem was completed, time of completion, and description of what was done to correct the problem.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Comprehensive Solid Waste Management Plan and Amendments

Retain in office permanently.

Construction Drawings

Destroy in office when research value ends.

Maps of various series drawings. Includes water and sewer, paving curb and gutter construction, property descriptions, and annexations.

Construction Plans and Specialty Drawings

Destroy in office when research value ends.

Plans and drawings of historical structures and research.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Correspondence (Utilities)

Destroy in office after 1 year.

Correspondence to customer, and data concerning arrears accounts, with related legal correspondence.

County Landfill Records

Destroy in office after 3 years.

Daily Disposal Ticket

Destroy in office after 3 years.*

Records and/or receipts concerning the disposal of materials at the landfill.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Daily Plant Records

Destroy in office after 3 years.

Includes distribution and treatment.

Daily Trip Reports/Logs

Destroy in office after 3 years.*

Records concerning the number of loads dumped per day.

Drivers' Daily Reports

Destroy in office when reference value ends.

Reports submitted daily by each sanitation driver.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Engineering Reports File

Destroy in office when reference value ends.

Final Inspection Reports

Destroy in office when reference value ends.

Date municipality accepts public improvements for continued maintenance.

Fuel and Oil Tickets

Destroy in office after 5 years.*

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Garbage Service File

Destroy in office after 3 years.*

Requests for service, billing records, and payment records.

Hydrant and Valve Maintenance Testing File

Destroy in office after 5 years.*

Records concerning performance testing and maintenance.

Illegal Dumping File

Destroy in office after 5 years.*

Records concerning illegal dumping complaints received.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Information and Working File

Destroy in office after 3 years.*

Technical information concerning lift station and maintenance, water, and sewer petition work

Inspection Forms

Destroy in office when administrative value ends.

Show inspection and acceptance dates of water and sewer utilities.

Inspections and Tests

Destroy in office after 3 years.

Includes inspections and tests of systems and items of equipment.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Laboratory Maintenance and Operations File

Follow federal retention guidelines.

Raw data for daily analysis reports, pretreatment program, surcharge files, water quality and special analysis, hazardous waste, industry files, water and sewer studies, permits testing procedures, and training programs.

Landfill Inspection Records

Destroy in office after 5 years.*

Records and reports completed to prevent malfunctions and deterioration, operation errors, and discharges that may cause or lead to the release of wastes in the environment.

Landfill Monitoring Reports

a) Retain in office official reports permanently.

Gas and groundwater monitoring records and reports.

b) Destroy in office remaining records after 3 years.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Landfill Operational Plan Describes the intended schedule of construction, description of onsite waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law.	Retain in office permanently.	
Landfill Permits	Destroy in office after the 5 year reporting period is complete.	
Landfill Tonnage and Cost File	Destroy in office after the 5 year reporting period is complete.	

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Lift Station Information File

Destroy in office after 3 years.*

Line Inspection Maps

Destroy in office when superseded or obsolete.

Maps show lines in streets and exact locations by strip maps.

Load Inspection Records

Destroy in office after 3 years.

Conducted to prevent the disposal of illegal and/or restricted materials in the landfills.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Maintenance and Repair Records

Destroy in office when reference value ends.

Records concerning water and sewer utility repairs.

Maps (Utility Installations and Distributions)

Retain in office permanently.

Shows locations in detail of water and sewer lines.

Meter Reading Records

Destroy in office after 1 year.

Includes readings for electrical, gas, and water meters.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Monthly Operation Summaries

Destroy in office after 3 years.*

Incinerator, press, and operational summaries of daily reports and monthly state monitoring reports.

Monthly Reports (Utilities Records)

Destroy in office after 5 years.

Reports sent to the state regulatory agency.

Monthly Reports (Local)

Destroy in office after 3 years.

Monthly reports of water, sewer, electrical, and gas operations.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Notice of Violations for Improper Discharge or Disposal File

Destroy in office when reference value ends.

Notice to Property Owners of Approval of Water Utility Installation

Destroy in office after 2 years.

Operations and Maintenance Records

Destroy in office when administrative value ends.

Records include vendor information, operation and maintenance manuals, reference material, catalogs, preventive maintenance files, daily work records, and plant blueprints.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Operator Daily Log Sheets

Destroy in office after 1 year.

Copies of incinerator logs, round logs, press logs, polymer check logs, computer daily reports, and supervisor logs.

Outside Waste Clearance Records

Destroy in office 3 years after expiration of agreement.

Records allowing parties outside the municipality's jurisdiction to dispose of waste at the landfill.

Participation Contracts

Destroy in office after contract is paid.*

Contracts used to determine amount of reimbursement to developer.

May include construction drawings.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Periodic Inspection Reports of Industrial Facilities

Destroy in office when reference value ends.

Plats/Maps (Utilities Records)

Retain in office permanently.

Maps used to obtain or confirm addresses in subdivisions.

Note: Do these records relate to infrastructure records or a map to confirm addresses?

Preliminary Plan Review File (Utilities Records)

Destroy in office after 2 years.*

Preliminary plan reviews for subdivision and construction.

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Recycling Material Reports

Destroy in office when reference value ends.

Description of locations, material hauled, and revenue generated.

Routine Reports

Destroy in office after 1 year.

Routine reports submitted by sanitation staff.

Sanitary Landfill Inspections

Destroy in office after 1 year.

State inspection form.

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Scale House Video Monitoring Tapes	Destroy in office when reference value ends.	

Sewer Cleanout Location File	Destroy in office when reference value ends.	
Records used to reference the cleanout of sewer service line.		

Solid Waste Convenience Center File	Destroy in office after the 5 year reporting period is complete.	
Annual reports to the Department of Environment & Natural Resources - Division of Pollution Prevention & Environmental Assistance.		

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Utility Financial Records

Billing records concerning financial operations of public utilities.

a) Destroy utilities bills and receipts in office after 1 year.* b) Destroy copies of notices of unpaid bills in office after payment or release.*

c) Destroy records of utility accounts receivable file in office after 3 years.*

d) Destroy cashier's daily cash records for utility accounts in office after 3 years.*

Valve Operation File

Forms used to identify time and name of individual who opens or closed a valve in water system and number of turns open or closed.

Destroy in office when reference value ends, but within 5 years.

Waste Oil Collection File

Destroy in office after the 5 year reporting period is complete.

RECORDS SERIES TITLE

DISPOSITION INSTRUCTIONS

CITATION

Waste Oil Filter Collection File

Destroy in office after the 5 year reporting period is complete.

Wastewater Maintenance Operation Report

Destroy in office after 3 years.

Form used to collect data on all wastewater emergencies and preventive maintenance. Includes repairs, amount of lines cleaned, location, and water usage.

Water Analysis (Reference)

Destroy in office after 1 year.

Includes bacteriological and physical analyses and climatological observations by the state regulatory agency.

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Water and Sewer Projects	Destroy in office after 5 years.*	

Acquisition folders containing relevant information on purchases of easements and right-of-way for water and sewer projects by the municipality. Includes deeds and correspondence with property owners.

Water Tanks, Specifications, and Booster Stations File	Destroy in office after 5 years.*	
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